

To make a class reservation:

Call 753-1550

Be prepared to give your name, address, phone number and whether you have served as an inspector before.

Please note:

1. All classes are on a first come, first serve basis; classes may fill quickly.
2. Please be prepared to have a second choice for class date and time.
3. The Board of Elections reserves the right to cancel, combine, or create classes due to attendance.
4. The Board of Elections reserves the right to deny admissions into classes if applicant does not meet course requirements.

Please NOTE: You will NOT be contacted by the Board of Elections to confirm your class reservation

Training Course Information

- ❖ Please bring a pencil or pen to all classes. Please be alert and well rested; an exam will be given at the end of all classes.
- ❖ Hands-on classes will have a maximum of 28 participants.
- ❖ Seminar classes will have a maximum of 80 participants.
- ❖ Credit for completing a class is given **ONLY** after taking the exam.
- ❖ Participants who do not successfully pass the exam will be informed by mail and asked to take additional training.
- ❖ In order to serve, an inspector must pass an exam prior to Election Day.

REQUIRED CLASSES

Inspectors must complete EITHER BOE 101 or BOE 201

BOE 101 – New Inspector Training

3 hours, Hands-On Training

Introduction to election processes and procedures.
Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

OR

BOE 201 – Veteran Inspector Training

2 hours, Seminar Training, Various Locations

Review of election processes and procedures.
Requirements: must have served as an inspector within the last two years and meet all qualifications for BOE 101.

Training Course Information (continued)

OPTIONAL COURSES

Reserve a place in these courses for additional information or review. **You MUST** attend a course if requested by the Commissioners.

BOE 301 – Affidavit Ballots, Court Orders, Emergency Ballots

45 minutes, Hands-On Training; Board of Elections Service Center
Review of affidavit ballot, court orders and emergency ballot procedures. Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 304 – Special Review Training

****By special invitation ONLY****

1.5 hours, Hands-On Training; Board of Elections Service Center
Requirements: must be a registered voter, a resident of Monroe County, and must be able to speak, read and write the English language.

BOE 401 – Chairperson Training

45 minutes, Seminar Training; Board of Elections Service Center
Review the role, duties and responsibilities of Chairpersons. Requirements: Must have been a chairperson within the last calendar year or will be a Chairperson in the upcoming year.

BOE 501 – Coordinator Training (ONLY for Coordinators)

3 hours (with break), Seminar Training
Review the role, duties and responsibilities of Coordinators. Requirements: **Must be an appointed coordinator.**

Pay

The Board of Elections can not guarantee you will be working on an election day. Coordinators schedule inspectors in each town or legislative district in the City. Inspectors who successfully complete the exam will be paid \$25 after the General Election if they work the Primary or General Elections. There is no pay for attending Optional Classes.

Date	Day	Time	Location	Date	Day	Time	Location
<u>BOE 101: New Inspector Training</u>				<u>BOE 201: Veteran Inspector Training</u>			
Aug 15	Wed	6:00-9:00	Irodequoit East Ridge	Sep 29	Sat	9:00-11:00	Service Center
Aug 21	Tue	6:00-9:00	Perinton Community Center	Sep 29	Sat	12:00-2:00	Service Center
Aug 28	Tue	1:00-4:00	City Library; Gleason Aud	Sep 29	Sat	3:00-5:00	Service Center
Aug 29	Wed	6:00-9:00	Chili Town Hall	Oct 2	Tue	12:00-2:00	Clinton Baden Comm Center
Sep 4	Tue	9:00-12:00	Service Center	Oct 2	Tue	3:00-5:00	Clinton Baden Comm Center
Sep 25	Tue	6:00-9:00	Webster Village Comm Room	Oct 3	Wed	10:00-12:00	City Library; Gleason Aud
Oct 8	Mon	6:00-9:00	Irodequoit High School	Oct 3	Wed	1:00-3:00	City Library; Gleason Aud
Oct 9	Tue	6:00-9:00	Sweden Town Hall	Oct 4	Thu	12:00-2:00	ER Lodge
Oct 13	Sat	3:00-6:00	Service Center	Oct 4	Thu	3:00-5:00	ER Lodge
Oct 17	Wed	6:00-9:00	Penfield Community Center	Oct 4	Thu	6:00-8:00	ER Lodge
Oct 18	Thu	12:00-3:00	City Library; Gleason Aud	Oct 8	Mon	12:00-2:00	Irodequoit High School
Oct 23	Tue	6:00-9:00	Greece Town Hall	Oct 8	Mon	3:00-5:00	Irodequoit High School
Oct 24	Wed	12:00-3:00	Greece Town Hall	Oct 9	Tue	12:00-2:00	Sweden Town Hall
Nov 3	Wed	12:00-3:00	Service Center (2 sections)	Oct 9	Tue	3:00-5:00	Sweden Town Hall
				Oct 10	Wed	3:00-5:00	Gates Town Hall
				Oct 10	Wed	6:00-8:00	Gates Town Hall

BOE 201: Veteran Inspector Training

Aug 7	Tue	9:30-11:30	City Library; Gleason Aud	Oct 13	Sat	9:00-11:00	Service Center
Aug 7	Tue	12:30-2:30	City Library; Gleason Aud	Oct 13	Sat	10:00-12:00	Service Center
Aug 7	Tue	3:30-5:30	City Library; Gleason Aud	Oct 15	Mon	1:00-3:00	Ogden Town Hall
Aug 11	Sat	9:00-11:00	Service Center	Oct 15	Mon	12:00-2:00	Penfield Court Room
Aug 11	Sat	12:00-2:00	Service Center	Oct 16	Tue	3:00-5:00	Penfield Court Room
Aug 13	Mon	12:00-2:00	Greece Town Hall	Oct 16	Tue	6:00-8:00	Penfield Court Room
Aug 13	Mon	3:00-5:00	Greece Town Hall	Oct 16	Tue	12:00-2:00	Penfield Community Center
Aug 13	Mon	6:00-8:00	Greece Town Hall	Oct 17	Wed	3:00-5:00	Penfield Community Center
Aug 13	Mon	12:00-2:00	Greece Town Hall	Oct 17	Wed	6:00-8:00	Penfield Community Center
Aug 14	Tue	3:00-5:00	Greece Town Hall	Oct 17	Wed	12:00-2:00	Penfield Community Center
Aug 14	Tue	6:00-8:00	Greece Town Hall	Oct 18	Thu	4:00-6:00	City Library; Gleason Aud
Aug 15	Wed	12:00-2:00	Irodequoit East Ridge	Oct 18	Thu	7:00-9:00	City Library; Gleason Aud
Aug 15	Wed	3:00-5:00	Irodequoit East Ridge	Oct 22	Mon	12:00-2:00	Service Center
Aug 16	Thu	12:00-2:00	Irodequoit East Ridge	Oct 22	Mon	3:00-5:00	Service Center
Aug 16	Thu	3:00-5:00	Irodequoit East Ridge	Oct 22	Mon	6:00-8:00	Service Center
Aug 16	Thu	6:00-8:00	Irodequoit East Ridge	Oct 23	Tue	12:00-2:00	Greece Town Hall
Aug 18	Sat	9:00-11:00	Service Center	Oct 23	Tue	3:00-5:00	Greece Town Hall
Aug 18	Sat	12:00-2:00	Service Center	Oct 24	Wed	4:00-6:00	Greece Town Hall
Aug 20	Mon	12:00-2:00	Perinton Community Center	Oct 24	Wed	7:00-9:00	Greece Town Hall
Aug 20	Mon	3:00-5:00	Perinton Community Center	Oct 30	Tue	2:00-4:00	Service Center
Aug 20	Mon	6:00-8:00	Perinton Community Center	Oct 30	Tue	7:00-9:00	Service Center
Aug 21	Tue	12:00-2:00	Perinton Community Center	Nov 3	Wed	9:00-11:00	Service Center
Aug 21	Tue	3:00-5:00	Perinton Community Center				
Aug 22	Wed	9:00-11:00	City Edgerton	<u>BOE 301: Affidavit Ballots, Court Orders, Emergency Ballots</u>			
Aug 22	Wed	12:00-2:00	City Edgerton	Aug 18	Sat	2:30-3:15	Service Center
Aug 22	Wed	3:00-5:00	City Edgerton	Oct 13	Sat	12:00-12:45	Service Center
Aug 28	Tue	10:00-12:00	City Library; Gleason Aud	Oct 13	Sat	1:15-2:00	Service Center
Aug 29	Wed	12:00-2:00	Chili Town Hall	<u>BOE 304: Special Review Training</u>			
Aug 29	Wed	3:00-5:00	Chili Town Hall	Sep 4	Tue	1:00-2:30	Service Center
Aug 30	Thu	12:00-2:00	Chili Town Hall	Oct 30	Tue	12:00-1:30	Service Center
Aug 30	Thu	3:00-5:00	Chili Town Hall	Oct 30	Tue	4:30-6:00	Service Center
Aug 30	Thu	6:00-8:00	Chili Town Hall	<u>BOE 401: Chairperson Training</u>			
Sep 1	Sat	9:00-11:00	Service Center	Oct 17	Wed	10:30-11:15	Penfield Community Center
Sep 1	Sat	12:00-2:00	Service Center	Oct 23	Tue	10:30-11:15	Greece Town Hall
Sep 1	Sat	3:00-5:00	Service Center	<u>BOE 501: Coordinator Training</u>			
Sep 4	Tue	3:30-5:30	Service Center	Jul 28	Sat	9:00-12:00	Service Center
Sep 25	Tue	12:00-2:00	Webster Village Comm Room	Jul 28	Sat	1:00-4:00	Service Center
Sep 25	Tue	3:00-5:00	Webster Village Comm Room	Jul 30	Mon	1:00-4:00	Service Center
Sep 26	Wed	12:00-2:00	Webster Village Comm Room	Jul 30	Mon	4:00-8:00	Service Center
Sep 26	Wed	3:00-5:00	Webster Village Comm Room				
Sep 26	Wed	6:00-8:00	Webster Village Comm Room				

Dear Inspector:

This Training Guide lists the classes we are offering in 2007 and the dates and times the classes will be held. In conformance with State Law, **ALL Inspectors MUST attend training this year. Reservations are required for ALL training classes.**

There is a maximum allowance of **80** inspectors per seminar class and **28** for hands-on classes. Reservations are on a first come, first serve basis (we recommend you think of TWO dates before you call). **Please call 753-1550.**

If you call, your class reservation may be handled by any Board of Elections employee. Please be patient: reservations might take 3 or 4 minutes. Please **DO NOT** call Peter or Nancy to make class reservations; voice mail reservations will NOT be honored.

While attending training does not guarantee that you will be working on Election Day, it does make it more likely that your coordinator will schedule you to work. *Please call your coordinator to see if you will likely be working.*

Primary Election Day is Tuesday, September 18th. Polling locations will be open from 12:00 P.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 11:30 A.M. **Scheduling for the Primary Election will occur in late July and August. Please call your Coordinator if you are not contacted.**

General Election Day is Tuesday, November 6th. All polling locations will be open from 6:00 A.M. to 9:00 P.M. Election Inspectors must report at their assigned location at 5:30 A.M. **Scheduling for the General Election will occur by late October. Please call your Coordinator if you are not contacted.**

22	23	24	25	26	27	28
					Service Center 501: 9:00-12:00 501: 1:00-4:00	
29	30	31				
Service Center 501: 1:00-4:00 501: 5:00-8:00						

1	2	3	4
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5	6	7	8	9	10	11
	City Library Gleason Aud 201: 9:30-11:30 201: 12:30-2:30 201: 3:30-5:30				Service Center 201: 9:00-11:00 201: 12:00-2:00	
12	13	14	15	16	17	18
Greece Town Hall 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00	Greece Town Hall 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00	Irondequott East Ridge 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-9:00	Irondequott East Ridge 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00		Service Center 201: 9:00-11:00 201: 12:00-2:00 301: 2:30-3:15	
19	20	21	22	23	24	25
Perrinton Comm Center 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00	Perrinton Comm Center 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-9:00	Edgerton City 201: 9:00-11:00 201: 12:00-2:00 201: 3:00-5:00				
26	27	28	29	30	31	
	City Library Gleason Aud 201: 10:00-12:00 101: 1:00-4:00	Chili Town Hall 201: 12:00-2:00 201: 3:00-5:00 101: 6:00-9:00	Chili Town Hall 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00			

Board of Elections Service Center	2595 Brighton Henrietta Town Line Rd
Chili Town Hall	3333 Chili Av
City Library Gleason Auditorium	114 South Ave (Bausch & Lomb Building)
Clinton Baden Community Center	485 N. Clinton Ave
East Rochester, Quinzi Lodge, Eyer Park	Off Lincoln Rd/W Chestnut St
Edgerton Center	41 Backus St, Stardust Ballroom
Gates Town Hall	1605 Buffalo Rd
Greece Town Hall	1 Vince Tofany Blvd, Eastman Room
Irondequoit, Eaststridge High School	2350 E. Ridge Rd, Cafeteria D
Ogden Town Hall	269 Ogden Center Rd
Penfield Community Center	1985 Baird Rd (Park to side of building)
Penfield Court Room	1985 Baird Rd (Park in rear of building)
Perinton Community Center	1350 Turk Hill Rd, Room 208B
Sweden Town Hall	18 State St, Brockport
Webster Village Community Room	28 W Main St, Webster
West Irondequoit High School	260 Cooper Rd

Service Center
201: 9:00-11:00
201: 12:00-2:00
201: 3:00-5:00

[illegible]

1	2	3	4	5	6
123rd LD	City Library	HR			
Clinton Baden	Gleason Aud	Lodge			
Comm Center	201: 10300-12300	201: 12300-2300			
201: 12300-2300	201: 1300-3300	201: 3300-5300			
201: 3300-5300		201: 6300-8300			

7	Headquarters High School 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-9:00	8	Sveदन Town Hall 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-9:00	9	Gates Town Hall 201: 3:00-5:00 201: 6:00-8:00	10		11		12	Service Center 201: 9:00-11:00 301: 12:00-12:45 301: 1:15-2:00 101: 3:00-6:00	13	
14	Ogden Town Hall 201: 10:00-12:00 201: 1:00-3:00	15	Pentfield Court Room 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00	16	Pentfield Community Center 401: 10:30-11:15 201: 12:00-2:00 201: 3:00-5:00 101: 6:00-9:00	17	City Library Gleason Aud 101: 12:00-3:00 201: 4:00-6:00 201: 7:00-9:00	18		19		20	
21	Service Center 201: 12:00-2:00 201: 3:00-5:00 201: 6:00-8:00	22	Grace Town Hall 401: 10:30-11:15 201: 12:00-2:00 201: 3:00-5:00 101: 6:00-9:00	23	Grace Town hall 101: 12:00-3:00 201: 4:00-6:00 201: 7:00-9:00	24		25		26		27	
28		29	Service Center 304: 12:00-1:30 201: 2:00-4:00 304: 4:30-6:00 201: 7:00-9:00	30		31							

2	Service Center	3
	201: 9:00-11:00	
	101: 12:00-3:00	
	(two 101 classes)	

4	5	6	7	8	9	10
	Election Day					